



Newton and Biggin Parish Council

You are cordially invited to the Annual Meeting of Newton and Biggin Parish Council (also known as the AGM) to be held in the Newton Village Memorial Hall and open to the public and press.

Thursday 29 May 2025 at 7.15 pm

AGENDA

1. To elect the Chair of the Council
2. To receive the Declaration of Acceptance of Office from the elected Chair
3. To elect the Vice Chair of the Council
4. Record of members present
5. Apologies and acceptance of reasons for absence
6. Register of Interests - Councillors are reminded of the need to update their register of interests if any new / additional information.
7. Declaration of Interest on items on the agenda
8. Suspension of Standing Orders in order for the public to raise any issue not on the agenda
9. Standing orders resumed
10. To resolve to adopt the Standing Orders
11. To resolve to adopt the Financial Regulations
12. To resolve to adopt the Code of Conduct
13. To resolve to adopt the Scheme of Delegation
14. To resolve to adopt the following Policies:
 - I. Complaints
 - II. Data Protection
 - III. Equality and Diversity
 - IV. Financial Reserves
 - V. Health and Safety
 - VI. Safeguarding
 - VII. Social Media
 - VIII. Transparency Code
15. To resolve to confirm:
 - I. The use of online banking transactions and BACS transfers for receipts and payments for goods and services, where this is the most appropriate method.
 - II. The use of a debit card by the Clerk for ad hoc expenditure and subscriptions.
 - III. The list of standing orders / direct debit instructions
 - IV. The authorised signatories
 - V. Online payment approval controls
 - VI. Approval to make regular payments
16. To re-appoint areas of responsibility
 - I. Finances – Currently Cllr Rick Crane
 - II. Health and Safety – Currently Cllr Bob Threadgold
 - III. Data Protection – Currently Cllr Andy Newnham



Newton and Biggin Parish Council

- IV. Equality and Diversity – Currently Cllr Rick Crane
- V. Safeguarding – Currently Cllr Anne Davis
- VI. Transparency / Internal Controls – Currently Cllr Ian Davis
- 17. To appoint representatives to outside bodies
 - I. Warwickshire and West Midlands Association of Local Councils (WALC)
 - II. The Burial Committee (currently two representatives)
 - III. Elkington, Cockerill and Sherrier Charity
 - IV. The Village Hall Committee
 - V. Townland Gardens Association (allotments)
- 18. To note that Cllr Ian Davis, is on the WALC Board of Directors
- 19. To receive a statement of accounts - 31 March 2025
- 20. Date and time of next annual meeting - May 2026 (exact date to be confirmed)

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 22 May 2025